

1 February 1997



Personnel

PERSONNEL RECOGNITION PROGRAMS**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

This instruction implements AFD 36-28, Awards and Decorations Program, and describes special trophies and awards programs sponsored by United States Air Force (USAF) and private organizations that seek Air Force participation. It establishes guidelines for the Sheppard AFB Company Grade Officer, Enlisted, and Civilian award programs. The objectives of these programs are to provide recognition, foster morale, incentive, esprit de corps, and instill a positive attitude. Guidelines for other award recognition such as 12 OAY, etc., are covered in different instructions.

SUMMARY OF CHANGES: Section B, paragraph 1.1 adds the "Instructor of the Quarter" award, Section C covers nomination criteria, and Attachment 6 shows the scoring system. Civilian of the Quarter/Year awards program is outlined in Section C. Volunteer of the Year awards program is no longer part of this publication. The use of AF Form 1206 is replaced by the "Index Card" method for all areas of the quarterly awards program and deletes the formal process of the nominees meeting a board. The new method uses a board that reviews packages only. Paragraphs 1.11 and 2.1 outlines scoring criteria and point system. Paragraph 2.3 assigns the Senior NCO of the Quarter board the duty of scoring the Instructor of the Quarter packages. Attachment 2 provides guidelines for both the quarterly and annual nomination packages in the index card format, provides headings, and prohibits the use of squadron/group/wing emblems and extra information. A "★" indicates revisions from previous editions.

Section A -- References, Abbreviations, Acronyms, and Terms

See Attachment 1.

Section B -- Military Award Programs

★1.1. The Sheppard Quarterly/Annual Awards Program is designed to recognize Sheppard AFB (SAFB) top achievers and performers in each of the following five categories:

- Company Grade Officer (CGO): 2Lt - Capt
- Senior Noncommissioned Officer (SNCO): MSgt - SMSgt (Chief selectees are not eligible)
- Noncommissioned Officer (NCO): Sgt - TSgt
- Airman (Amn): AB - SrA
- Instructor of the Quarter (Officer, Sr Enlisted, Jr Enlisted, Civilian)(Quarterly only)

1.2. The following organizations may nominate one person in each of the five categories:

80 FTW	82 TRG	782 TRG
882 TRG	982 TRG	82 MDG
82 LG	82 SPTG	82 TRW Staff (82 CPTS will submit to 82 TRW)

1.3. Quarterly and Yearly Awards Program Procedures:

1.3.1. Quarterly awards recognition will be managed on a fiscal year basis with the year divided into quarters outlined below:

- First Quarter: October - December
- Second Quarter: January - March
- Third Quarter: April - June
- Fourth Quarter: July - September

1.3.2. Nominees for quarterly awards recognition do not have to be assigned to 82 TRW or 80 FTW for the entire quarter, however, nomination packages can only include those actions performed/earned while assigned to either wing.

1.3.3. Wing and Group Commanders will determine the method of selection at their level (i.e. boards, package review, etc.).

1.3.4. Detachments/Operating Locations (OLs) may compete if they cannot compete in a comparable award at their location. They must meet established suspense dates and compete through their respective squadrons/groups.

1.3.5. Quarterly nomination packages are due on the 20th day of the month following the end of the quarter, i.e., 20 January, 20 April, 20 July and 20 October. If the 20th day falls on a weekend or holiday, packages are due the next duty day.

★ 1.3.5.1. Quarterly award selections at base level will be done by package review.

1.3.5.2. Quarterly award boards will be held between the 21st and the 30th of the month following the end of the quarter.

1.4. A quarterly awards luncheon announcing winners will be held during the first week of February, May, August and November.

1.5. Annual awards recognition will be based on the fiscal year (1 October - 30 September).

1.5.1. Prior nomination or winning a quarterly recognition is not required for an annual nomination.

1.5.2. Nominations should include accomplishments during the specific period while assigned to the 82 TRW and 80 FTW.

★ 1.5.3. Annual awards selections at base level will be done by package review only.

1.5.4. Annual awards nomination packages are due to 82 MSS/DPMPE on 20 November for the previous fiscal year. If the 20th day falls on a weekend or holiday, packages are due the next duty day.

1.5.5. Annual awards boards will be held between the 21st and 30th of November.

1.5.6. The Annual awards banquet will be held between the second and fourth week of January.

1.6. Program Responsibilities.

1.6.1. Personal Affairs (82 MSS/DPMPE) will:

1.6.1.1. Administratively review nomination packages.

1.6.1.2. Provide packages to 82 TRW/CCC for each board member. Each package will contain nomination packages and score sheets.

1.6.1.3. Provide Public Affairs (82 TRW/PA) a copy of the nomination package for each selected winner.

1.6.1.4. Provide congratulatory letters for each winner to

82d Training Wing Commander (82 TRW/CC) for signature.

1.7. 82d Training Wing Executive Officer (82 TRW/CCE) will:

1.7.1. Arrange for selection of CGO Board members and notify selected members of date, time, and place the board will convene. Quarterly award boards will consist of a president and two board members. Annual package reviews will consist of a president and three board members.

1.7.2. Brief board members on procedures for CGO award board process.

1.8. Base Senior Enlisted Advisor (82 TRW/CCC) will:

1.8.1. Request nominations.

1.8.2. Have the overall responsibility for managing the quarterly/annual awards program.

1.8.3. Schedule date, time, and place for boards. Arranges for selection of board members for Amn, NCO, SrNCO and Instructor categories and notify selected members of date, time, and place the boards will convene. Quarterly award boards will consist of a board president and two additional members. Annual award boards will consist of a review president and three additional members.

1.8.4. Ensure boards contain a representative from each wing when possible.

1.8.5. Provide score sheets, selection instructions, nomination packages, a calculator, and administrative supplies.

1.8.6. Brief board members and answer any procedural questions for personnel during the Amn, NCO, and SNCO review proceedings.

1.8.7. Serve as OPR to coordinate and direct all presentation actions.

1.8.8. Obtains and forward plaques for presentation.

1.8.9. Notify award winners of date, time, and place of the presentation ceremony.

1.8.10. Maintain a photography display of Sheppard AFB annual award winners in the lobby of building 402.

1.9. Public Affairs (82 TRW/PA) will:

1.9.1. Publish the names and photographs of award winners, as appropriate, in the base newspaper.

1.9.2. Ensure annual military award winners are afforded the opportunity to take an incentive flight, and ensure the incentive flight is publicized.

1.10. Awards Review President will:

1.10.1. Review and score all packages; however, the president's score will only be used in the event of a tie.

1.10.2. Provide feedback and critiques concerning nominee packages when returning packages and score sheets to 82 TRW/CCC.

★ **1.11. Nominations must be submitted as follows :**

1.11.1. **Quarterly Awards:** Original plus **three copies** prepared using index card method on ½ **sheet of plain, white bond paper** with rank and name of nominee, organization, award category, and a POC on reverse of write-up. (see attachment 2)

1.11.2. **Annual Awards:** Original plus four **copies** prepared using index card method on a full **sheet of plain, white bond paper** with rank and name of nominee, organization, award category, and a POC. (see attachment 2)

1.11.3. Limited to single line bullets for quarterly and annual submissions. These may contain sub-bullets.

1.11.4. Paragraph headings **must** be used.

1.11.5. Must use 12-point font, no smaller.

1.11.6. Annual nomination packages **must** include a limited biography (see attachment 3). Biographies will not be scored.

★ **1.12.** The boards will use a scoring system to select the most outstanding individual for each category. Scoring will be determined by reviewing nomination packages only.

1.12.1. Determination of award winners will be with a 100-point scoring system (see Attachment 4) that provides scoring for written nomination packages.

1.12.2. The following criteria outlines the points available during the selection process (Only these areas will be scored):

1.12.2.1. **40 points** - Leadership and Job Performance in Primary Duty

1.12.2.2. **25 points** - Significant Self-Improvement.

1.12.2.3. **20 points** - Leadership Qualities (Social, Cultural and Religious Activities).

1.12.2.4. **15 points** - Other Accomplishments.

★ **Section C -- Instructor of the Quarter**

2.1. Eligible organizations: The 80 FTW and all Sheppard AFB Training Groups.

2.1.1. Nominations must be submitted as follows:

2.1.1.1. Original plus **three copies** prepared using index card method on ½ **sheet of plain, white bond paper** with rank and name of nominee, organization, award category, and POC. (see attachment 2)

2.1.1.2. Limited to single line bullets for submission; may contain sub-bullets.

2.1.1.3. Paragraph headings will be: Job Performance, Special Training Projects, and Professional Qualities.

2.1.1.4. Must use a 12-point font, no smaller.

2.1.1.5 The following criteria outlines the points available during the selection process (Only these areas will be scored):

2.1.1.5.1. **50 points** - Job Performance.

2.1.1.5.2. **30 points** - Special Training Projects.

2.1.1.5.3. **20 points** - Professional Qualities.

2.2. Each eligible organization can send one nominee's package to base level to compete.

2.3. The Instructor of the Quarter board will be comprised of the same people as the SNCO of the Quarter board. This board will select the winner of the Instructor category.

2.4. Winner will be presented a plaque at the base quarterly awards luncheon .

Section D - Civilian of the Quarter/Year Awards Program

3.1. Nominations must be submitted as follows:

3.1.1. **Quarterly Awards:** Original plus **three copies** prepared using index card method on ½ **sheet of plain, white bond paper** with grade and name of nominee, organization, award category, and POC on the reverse of the nomination. (see attachment 2)

3.1.2. **Annual Awards:** Original plus **three copies** prepared using index card method on a full **sheet of plain, white bond paper** with rank/name of nominee, organization award, and a POC. (see attachment 2)

3.1.3. Limited to single line bullets for quarterly and annual submissions. Sub-bullets may be used. (See attachment 2).

3.1.4. Must use 12 point font, no smaller.

3.1.5. Annual nomination packages must include a short limited biography to be used for presentation purposes only (see attachment 3).

3.2. The boards will use a scoring system to select the most outstanding individual for each category. Scoring will be determined by reviewing nomination packages only.

3.3. Determination of the award winners will be with a 100-point scoring system (see attachment 4) that provides scoring for written nomination packages.

3.4. Quarterly recognition will be managed on a fiscal year basis with the year divided into quarters outlined below:

- First Quarter: October - December
- Second Quarter: January - March
- Third Quarter: April - June
- Fourth Quarter: July - September

3.5. Quarterly nomination packages are due on the 20th day of the month following the end of the quarter, i.e., 20 January, 20 April, 20 July and 20 October. If the 20th day falls on a weekend or holiday, packages are due the next duty day.

3.6. Annual recognition will cover the entire fiscal year, (1 October - 30 September), and are due on the 20th of November for the previous fiscal year. If that day falls on a weekend/holiday, packages will be due on the next duty day.

3.7. Program Responsibilities.

3.7.1. The Workforce Effectiveness Section of the Civilian Personnel Flight (82 MSS/DPCE) will:

- 3.7.1.1. Request nominations.
- 3.7.1.2. Administratively review all nomination packages.
- 3.7.1.3. Forward packages to the selection committee.
- 3.7.1.4. Provide the name of winners to 82 TRW/CCC.
- 3.7.1.5. Prepare letters for the signature of 82 TRW/CC.
- 3.7.1.6. Provide Public Affairs (82 TRW/PA) with a copy of the nomination package for each selected winner.

3.8. The Civilian Personnel Officer will, with the approval of 82d Training Wing Vice Commander, select four senior civilians, from both the General Schedule (GS) and Wage Grade Supervisor (WS) categories to serve with the Civilian Personnel Officer as members of an ad hoc selection committee.

3.9. Award Categories are as follows:

- 3.9.1. Wage Grade (WG) and Wage Supervisors (WS) at any WG/WS pay rate.
- 3.9.2. General Schedule (GS) employees at GS-8 and below.
- 3.9.3. General Schedule (GS) at or above GS-9 through GS-12.

Section E -- PRISM

4.1. PRISM is designed to provide peer initiated recognition to all permanently assigned military personnel and any civilian or volunteer employed by Sheppard AFB. Primary focus lies at the squadron level with some individuals receiving additional recognition at group level based upon the merit and mission impact of their accomplishments.

4.2. Purpose: PRISM is a program to encourage and recognize people for a job well done. The program incorporates both individual and team recognition elements. A key principle of PRISM is universal participation. All members are encouraged to participate.

4.3. Process Outline:

- 4.3.1. Submit recognition form for:
 - Individuals.
 - Intra-group Teams (teams within your own group).
- 4.3.2. Submit to your Squadron PRISM Program Managers.

4.3.3. Forward Intra-group team nominations to the 82 TRW Groups or 80 FTW CC, whichever is applicable.

4.3.4. Submitter and nominee receive recognition.

4.3.5. Squadron Commander provides recognition of individual/intra-group team.

4.3.6. Quality Review - Squadron Commanders will establish procedures, and ensure an in-house quality review is completed prior to recommendation for higher recognition (Screen for Art 15, LOR, etc.).

4.3.7. Group recognition ceremony - semiannually

4.4. Responsibilities:

4.4.1. Submitters will:

- 4.4.1.1. Fill out Sheppard Form 13 (See Attachment 6)
- 4.4.1.2. Anyone can submit anyone or any team in any group.

4.4.2. Squadron PRISM Program Managers:

4.4.2.1. Collect all PRISM nominations for their respective squadron.

4.4.2.2. Provide congratulatory feedback to each nominee ASAP.

4.4.2.3. Provide appropriate acknowledgment to submitter, recognizing them for their participation in the PRISM program.

4.4.2.4. Forward recognition forms to the Squadron Commander for his/her review/action.

4.4.2.5. Ensure a quality review is completed prior to submission of nominations to the group review team (not required for squadron level recognition).

4.4.2.6. Maintain forms submitted after cut-off date. They will be considered for the next group ceremony (cut-off dates are 30 June and 31 December). If the cut-off dates fall on a weekend or holiday, forms are due the next duty day.

4.4.3. Squadron Commanders will:

4.4.3.1. Appoint PRISM Program Managers to administer the program (primary and alternate).

4.4.3.2. Recognize nominees.

4.4.3.3. Continually publicize PRISM program to squadron personnel through Commander's Call, newcomer's briefing, etc.

4.4.3.4. Establish procedures for a quality review prior to submission of forms to the group review team.

4.4.3.5. Ensure PRISM nominations are forwarded to the group selection and review team within 30 days after cut-off dates.

4.4.4. 80 FTW Commander and Group Commanders

4.4.4.1. Appoint five member selection review team from the 80 FTW and each 82 TRW group.

4.4.4.2. Team members will consist of:

- An officer
- A noncommissioned officer
- An airman,
- A civilian
- A wildcard (based upon & representing the majority, i.e. officer, enlisted, or civilian in each group and the 80 FTW

4.4.4.3. Members will serve one year.

4.4.4.4. Members should be non-supervisory personnel, if possible.

4.4.4.5. Each squadron within the 80 FTW and the 82 TRW groups should be represented, if possible.

4.5. Selection Review Teams will:

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4.5.1. Semi-annually select PRISM nominees for group level recognition.

4.5.1.1. Select one intra-group team.

4.5.1.2. Select two percent of the total assigned personnel
Example: 100 forms submitted, 800 people assigned, select 16 individuals (800 x .02).

4.5.1.3. Selection procedures will be based on merit and impact on the Air Force, MAJCOM, and mission.

4.5.1.4. Do not include off-duty activities.

GARY J. BUNDY, Colonel USAF
Vice Commander

Attachments

1. Glossary of References, Abbreviations, Acronyms, and Terms
2. Sample Index Card/Bond Paper Quarterly/Annual Recognition Format
3. Sample Limited Biography
4. Sample Scoring System for AMN, NCO, SNCO, CGO, and Civilian (AF Form 3136)
5. Sample Scoring System for Instructor of the Quarter (AF Form 3136)
6. SAFB Form 13, PRISM

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

**Abbreviations
and Acronyms****Definitions**

2LT	Second Lieutenant
AB	Airman Basic
AETC	Air Education and Training Command
AFB	Air Force Base
AFGE	American Federation of Government Employees
AFI	Air Force Instruction
AFR	Air Force Regulation
AMN	Airman
CAPT	Captain
CC	Commander's Office Symbol
CCC	Senior Enlisted Advisor Office Symbol
CCEA	Executive Administration Office Symbol
CGO	Company Grade Officer
DPCE	Workforce Effectiveness Section Office Symbol
DPF	Family Support Center Office Symbol
DPMPA	Personal Affairs Office Symbol
FTW	Flying Training Wing
GSU	Geographically Separated Unit
IM	Information Management
LG	Logistics Group
MDG	Medical Group
MSGT	Master Sergeant
MSS	Mission Support Squadron
NCO	Noncommissioned Officer
NFFE	National Federation of Government Employees
OAY	Outstanding Airmen of the Year
OPR	Office of Primary Responsibility
PA	Public Affairs Office Symbol
SAFB	Sheppard Air Force Base
SNCO	Senior Noncommissioned Officer
SMSGT	Senior Master Sergeant
SRA	Senior Airman
SPTG	Support Group
TRW	Training Wing
TRG	Training Group
WG	Wage Grade
WS	Wage Supervisor

★ SAMPLE INDEX CARD/BOND PAPER QUARTERLY/ANNUAL AWARDS FORMAT

Leadership and Job Performance in Primary Duty:

- Set margins no larger than 1 inch, and no smaller than .5 (1/2 inch)
- Quarterly awards submissions are limited to ½ sheet of plain, white bond paper
- Annual awards are limited to a full sheet of plain, white bond paper
- Must be at least a 12-point font, DO NOT use a smaller font size
- Do Not add squadron emblems or other types of clip art to the submission
- Use only single-line bullets, DO NOT use wrap-around bullets
 - Sub-bullets may be used to augment single bullets
 - Use a dash for main bullets and a double dash for sub-bullets

Single space
between heading
and first bullet
Do not use
punctuation at the
end of bullets.

Significant Self-Improvement:

- Double space between the last line of the pervious heading and the current heading
- All four headings must be used
 - Only use the Bold feature for the headings
 - Use the Times New Roman font

Double space
between last
bullet of each
section and the
next heading.

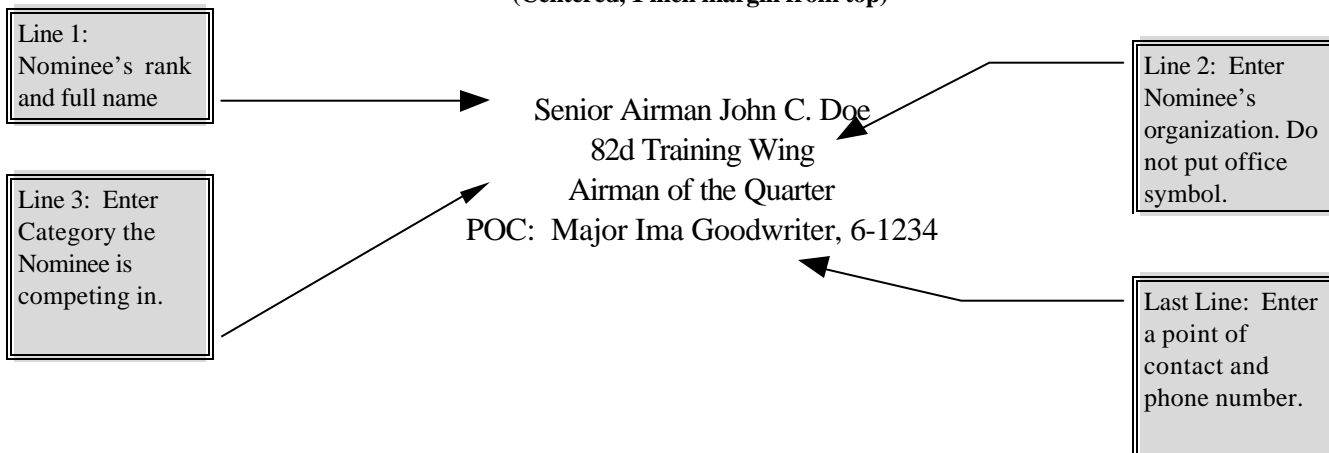
Leadership Qualities (Social, Cultural and Religious Activities):

- Do not put the nominee's name or other personal information on the side with the write-up
- Nominee's rank and name, organization, award category, and POC will be put on the reverse
- All of these guidelines apply to all categories of submission

Other Accomplishments:

- Do not exceed half of a sheet of 8 ½" x 11" bond paper (Quarterly)—full sheet (Annual)
- Number of bullets is not limited in number...only in space (see bullet above)

★ SAMPLE OF THE REVERSE OF INDEX CARD/BOND PAPER QUARTERLY/ANNUAL AWARDS FORMAT
(Centered, 1 inch margin from top)



★NOTE: Center information on the reverse of write-up (as shown above). If printed head-to-head, this information should appear on reverse of the nomination. Do not include any extra information such as duty or job descriptions. Do not add clip art or organizational emblems.

(SAMPLE OF LIMITED BIOGRAPHY)

SENIOR AIRMAN JOHN Q. DOE

CATEGORY OF RECOGNITION (I.E. AIRMAN OF THE YEAR 1995)

SQUADRON AND GROUP: _____

DUTY TITLE: _____

HIGHEST LEVEL OF CIVILIAN EDUCATION COMPLETED: _____

HIGHEST LEVEL OF PME COMPLETED: _____

SPOUSE'S NAME: _____

NUMBER OF CHILDREN: _____